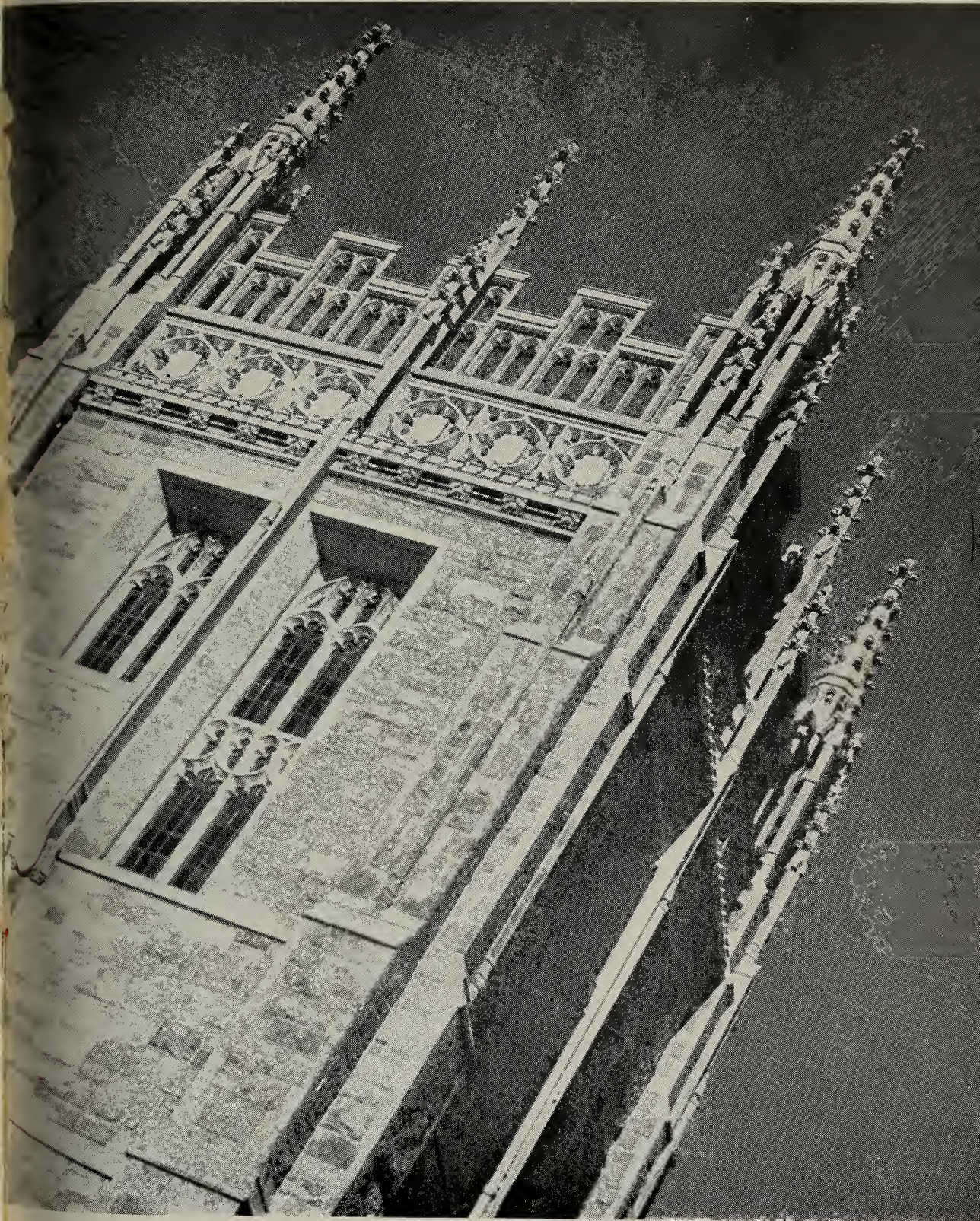


BOSTON COLLEGE BULLETIN

College of BUSINESS ADMINISTRATION



ENTRANCE REQUIREMENTS

September . . . 1950

DL. XXII
FEB.

NO. 1

Boston College Bulletin

Bulletins issued in each volume:

No. 1, February (Entrance—College of Arts and Sciences);
No. 2, February (Entrance—College of Business Administration);
No. 3, March (General Catalogue); No. 4, April (Summer School);
No. 5, April (Law School); No. 6, April (School of Social Work);
No. 7, July (College of Arts and Sciences Intown);
No. 8, August (Graduate School); No. 9, December (School of Nursing);
No. 10, December (College of Business Administration);
No. 11, December (College of Arts and Sciences).

Entered as second-class matter February 28, 1929
at the post office at Boston, Massachusetts
under the act of August 24, 1912.

Published by
BOSTON COLLEGE
140 Commonwealth Avenue
Chestnut Hill 67
Newton, Massachusetts
PHONE DECATUR 2-3200

Frontispiece—LIBRARY TOWER

Acknowledgment—BOSTON COLLEGE CAMERA CLUB

PREFACE

THIS supplement to the Catalogue of the College of Business Administration of Boston College has been prepared for the guidance of prospective students. It is condensed in form, but contains all the essential facts concerning admission requirements, courses, etc.

FOREWORD

Boston College is one of the twenty-eight colleges and universities in the United States conducted by the Society of Jesus. The university traditions of Boston College are the product of four centuries of the educational idealism and practical experience of the Society which, since its foundation in 1534 by Ignatius Loyola, has established and conducted institutions for high learning in all parts of the world.

The charter of Boston College authorizes the Trustees of the college to grant all degrees usually conferred by universities in the Commonwealth of Massachusetts.* The College of Business Administration of Boston College at the present time confers the degree of Bachelor of Science in Business Administration (B.S.B.A.). The student is required to follow a prescribed course of studies during his first two years. Upon a broad foundation, given during these years, is based the more technical courses offered in his last two years. Courses of study will be found in the subsequent pages and are arranged in four prescribed groups, each one showing respectively the technical stress in the four fields of Accounting, Finance, Marketing, and Industrial Management. All students registering for a degree are expected to concentrate on one of these major fields. Today, more than ever before, in the midst of bewilderment and vagueness, supervised courses of instruction are imperative. Genuine education demands the supervision and control of experienced educators and is not something to be regulated by inexperienced students.

THE SYSTEM OF EDUCATION

The system of education followed at Boston College is similar to that of all colleges of the Society of Jesus. It is based upon the "Ratio Studiorum." This is a code of laws, precepts and instructions for the guidance of officials directing a college and of professors and instructors in the classrooms. This system has as its purpose the full and harmonious development of all that is distinctively human in man, and consists not in the mere instruction or the accumulation of knowledge but in that complete formation

*For information on the College of Arts and Sciences consult last page.



which aims to develop side by side the moral and intellectual faculties of the student. To this end the College of Business Administration gives a position of honor to Languages, History, Philosophy and Theology. Languages and History have always been held in esteem as leading factors in education; Philosophy and Theology bring perfection to the whole of life by giving the student a deeper insight into the fundamental causes and ultimate reality of things, and by enriching all learning with strength of character and solid spirituality. The major part of the curriculum is devoted to Business Economics, but this according to the definite system which always has in mind the principle of unity as of prime importance in education.

SPIRITUAL TRAINING

The spiritual training at Boston College consists first of all in the Catholic atmosphere which surrounds and permeates the College life.

It also takes the form of instruction given during class periods as an integral element of the curriculum. The College believes that Theological truths form a body of doctrines which are definite and certain and that these may be taught and studied with as much exactness as Language or Philosophy and as scientifically as other branches of human knowledge. Hence, for Catholic students,* the study of Theology is required and the courses are conducted as are other lecture courses with class recitations, repetitions and examinations. The subject-matter is so arranged that during four years the student sees the entire cycle of Catholic dogmatic and spiritual teachings.

This instruction is supported by various religious activities and practices which may be classed as extra-curricular. A Priest of the Faculty is appointed as Student Counsellor or Advisor. It is his duty to advise the students not only in matters which pertain to their spiritual well-being, but in others also, providing whatever direction may be required with regard to studies and personal matters. Other Priests are available at all times for the same purposes.

ENTRANCE REQUIREMENTS

General Statement

Entrance requirements are administered by the Committee on Admissions. Applications for admission must be filed with the Registrar no later than March 1, 1950. After each applica-

*Non-Catholic students are free to attend this instruction.

tion has been examined by the Committee on Admissions, the candidate will be notified as to his eligibility for admission to the Entrance Examinations. Examinations will be conducted on April 22, 1950 at Boston College.

Registrants for the degree of Bachelor of Science in Business Administration must present a secondary school diploma and written evidence that fifteen (15) units of work have been completed in an accredited secondary school; these units must be approved by the Committee on Admissions. The distribution of these units must be as follows:

Academic English	4	Plane Geometry	1
Elementary Algebra	1	United States History	1
Foreign Language *	2	Other Units	6

* Candidates who cannot present entrance units in a foreign language, may substitute credit in other subjects, subject to the approval of the Committee on Admissions.

All applicants for admission to Boston College, in addition to fulfilling the general unit requirements, must receive satisfactory grades in the Boston College Entrance Examinations. These examinations consist in a series of tests designed to measure aptitude and achievement.

REQUIRED EXAMINATIONS

English	Plane Geometry
Elementary Algebra	United States History
Aptitude Test	

SCHOLARSHIP EXAMINATIONS

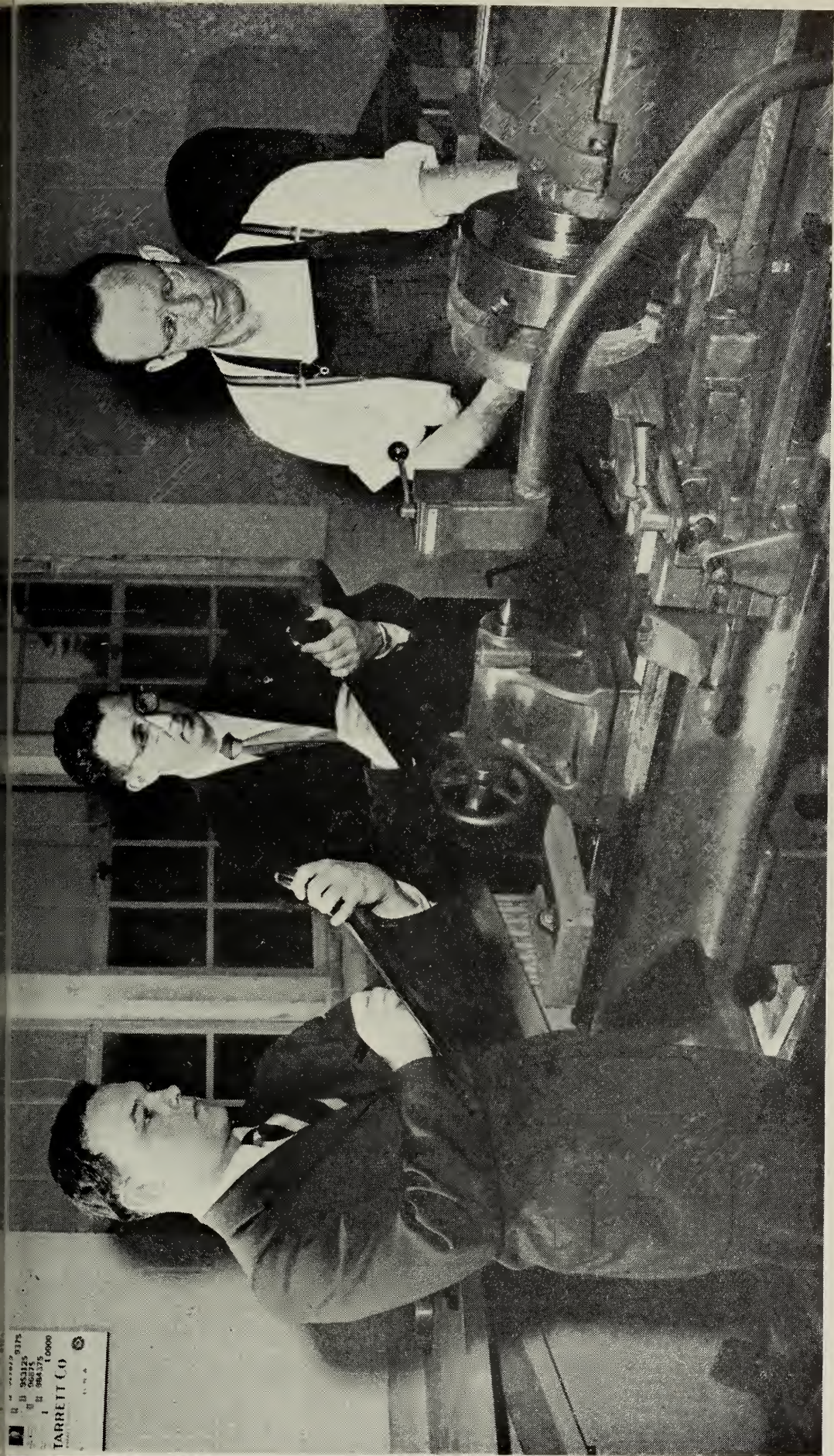
Each year Boston College awards a number of full and partial scholarships. These awards are made on the results of the competitive examinations which are the same as the entrance examinations.

In order to qualify for the Scholarship Examinations, certification in the four secondary subjects in which the candidate will be examined is required.

Scholarship Examinations will be held on April 22, 1950 at Boston College.

VOCATIONAL GUIDANCE AND PLACEMENT

Boston College offers special assistance to students in choosing courses that will best qualify them for their place in the world. The Office of Guidance and Placement helps them in obtaining



TIME AND MOTION STUDY

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information concerning vital services that may be rendered in industry as well as educational and professional opportunities.

Assistance is also offered in solving the problem of employment during the collegiate career of the student.

EDUCATIONAL GUIDANCE

Boston College, realizing that individual adjustment to college life and work is for most students a difficult task, offers educational assistance and direction to her students both in the selection of the courses most valuable to them and in the mastery of the courses selected. In doing this it maintains an Educational Guidance Office with a Director of Guidance in charge who acts as chairman for a group of professors assigned to this work. The central office by means of interviews, tests, and a study of the high school records, endeavors to obtain knowledge of the interests, the scholastic background and the general and specific abilities of each student. A specific testing service is maintained for this purpose. The findings of this office are in turn handed over to the committee in charge of guidance. Each professor of this committee is allotted a definite group of students who are required to visit him at definite times during the school year with the understanding that the students may go to him freely at other times. Each counsellor is supplied with data on the students' interests, aptitudes, present achievement and personality traits. Equipped with this information the counsellor is able to aid the student in pursuing his college course more successfully. In addition, instruction in how to study, use the library, and do research work is given individually and by means of printed material and lectures.

STUDENT ORGANIZATIONS

Boston College offers a varied program of extra-curricular activities, Religious, Academic, Dramatic, Forensic, Business and Athletic. These organizations, suited to the choice and interest of the individual, supplement the work of the classroom and give ample opportunity for self-expression, initiative and poise.

Religious activities are in no way minimized, for in the formation of the whole man, in the development of a fruitful and purposive life, religion has no substitute.

Dramatic and forensic activities are used to channel to local communities and clubs correct notions of democracy, freedom, the historic role that America is playing in present day aims and adjustment.

Several Business Clubs furnish added opportunities to develop further in the field of concentration selected by the individual student.

Competitive sports serve to sharpen the competitive instincts of the student and newer lessons of loyalty, co-operation and team-play are their goal.

HONOR SOCIETIES

Though the spirit of Boston College is preeminently democratic, the school does not fail to recognize degrees of perfection in student achievement.

The Order of the Cross and Crown is a campus organization which is reserved to members of the Senior Class who have achieved distinction during their first three years, both in studies and extra-curricular activities.

Alpha Sigma Nu is a national honor fraternity for students of Jesuit colleges and universities. A chapter of this fraternity was established at Boston College in 1939. Candidates for membership, chosen during their Junior year, must be outstanding in scholarship, loyalty and service to the College.

DORMITORY ACCOMMODATIONS

There are limited dormitory accommodations at Boston College. Address inquiries concerning residence in dormitories to:

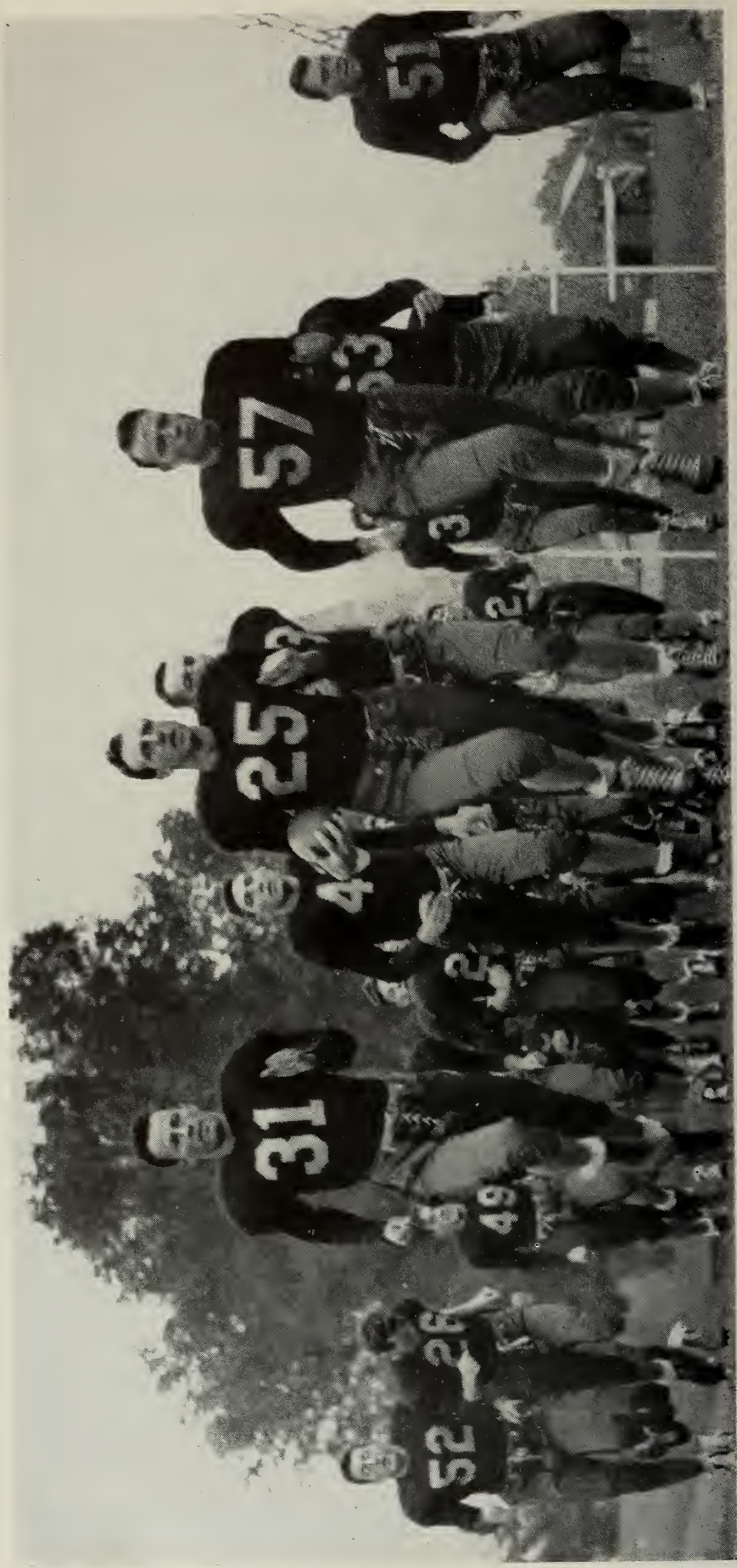
REVEREND LEO R. MULDOON, S.J.

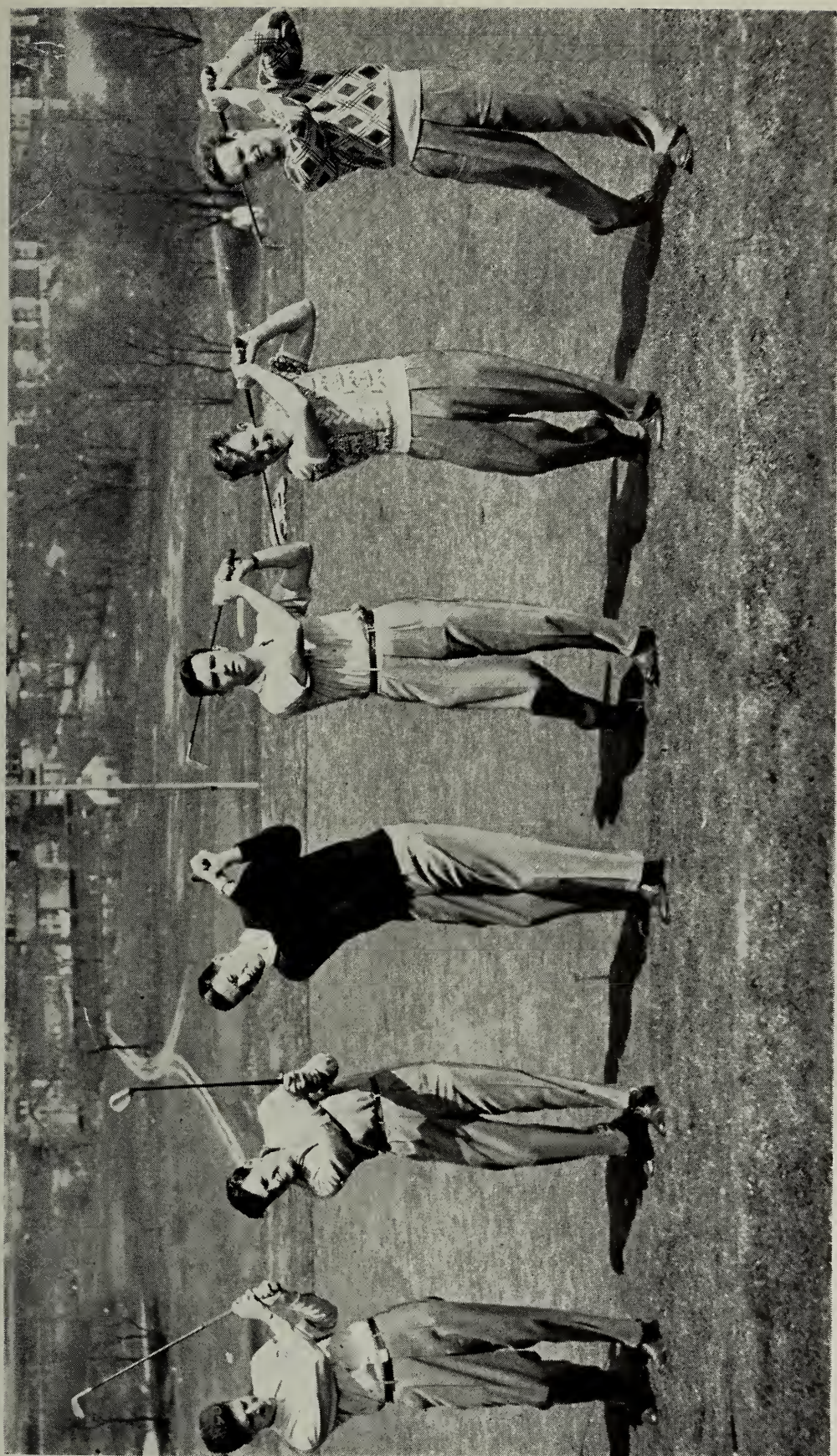
Prefect of Dormitories

BOSTON COLLEGE

UNIVERSITY HEIGHTS

CHESTNUT HILL 67, MASSACHUSETTS











SUMMARY OF ANNUAL EXPENSE REQUIREMENTS

General Fees	{ Application	\$ 5.00
	{ Acceptance Deposit (not refundable)	25.00
	{ Registration—new students (not refundable)	10.00
	{ Tuition—payable quarterly in advance (\$100.00 per quarter)	400.00
	{ Library—per year payable with tuition (not refundable)	15.00
	{ Laboratory—per year payable with tuition	15.00
Special Fees	{ Late Registration Fine	5.00
	{ Late Laboratory Registration Fine	1.00
	{ Absentee and Conditional Examinations	5.00
	{ Deficiency Course	25.00
	{ Change of Individual Subject	5.00
	{ Certificates, Marks, etc.	1.00
	{ Graduation Fee	10.00

All Freshmen and other new students receive their first bills at the time of registration. Holders of Scholarships are not exempt from the payment of these General Fees: Registration, Library and Laboratory.

The Laboratory fees cover the use and depreciation of special equipment, the expenses involved in specialized instruction and grading and other incidental expenses involved in conducting a laboratory course.

CONSULTATIONS

It is recommended that applicants who wish to have a conference with the Dean of Admissions make an appointment in advance. Reverend Patrick H. Collins, S.J., Dean of Admissions, holds office hours nine to five, Monday through Friday; the office is closed on Saturday. The office is located on the Administration Panel of the College of Business Administration. Appointments may be made by letter or telephone.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Freshman Year

<i>First Semester</i>	<i>Sem. Hrs.</i>	<i>Second Semester</i>	<i>Sem. Hrs.</i>
Elem. Accounting ¹	3	Elem. Accounting ¹	2
English	3	English	3
History	3	History	3
College Mathematics	3	College Mathematics	3
Mod. Foreign Language ²	3	Mod. Foreign Language ²	3
Theology	2	Theology	2
	<hr/> 17		<hr/> 16

Sophomore Year

Intermediate Acct. ¹	3	Intermediate Acct. ¹	2
Economics	3	Economics	3
English	3	English	3
Corporation Finance	3	Marketing or Mgmt.	3
Business Law	3	Business Law	3
Theology	2	Theology	2
	<hr/> 17		<hr/> 16

Junior Year

Philosophy	6	Philosophy	6
Theology	2	Theology	2
Business Law	2	Business Law	2
Business Statistics	3	Economics	3
Major Field *	4	Major Field *	4
	<hr/> 17		<hr/> 17

Senior Year

Philosophy	4	Philosophy	4
Philosophy	4	Philosophy	4
Theology	2	Speech	1
Major Field *	8	Theology	2
	<hr/> 18	Major Field *	<hr/> 8
			19

*For Major Fields see following pages.

¹Two laboratory hours are also required for this course.

²Students who begin a Modern Foreign Language in Freshman must take it for five periods a week for two semesters but will receive only three credits per semester.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

MAJOR IN ACCOUNTING

The curriculum for students majoring in Accounting is designed primarily to meet the educational requirements fixed by the laws of various states for those who intend to practice as Certified Public Accountants. The subjects covered in the American Institute of Accountants Examination form the basis of the Accounting course.

While the Accounting courses have been planned primarily for those who intend to enter public practice, they have inestimable value for those who seek entrance into any field of business activity. In fact, a knowledge of Accounting is a prerequisite for success in any field of commercial endeavor.

In recent years, business organizations have augmented their accounting personnel to meet the increased demands for accounting information on the part of management and various governmental bodies. Various federal and state departments likewise employ a large number of trained accountants. Though the work in these fields is highly specialized, a thorough basic training in accounting is an absolute necessity.

The student who chooses Accounting as his Major must take either Marketing or Management in Sophomore year.

Junior Year

<i>First Semester</i>	<i>Sem. Hrs.</i>	<i>Second Semester</i>	<i>Sem. Hrs.</i>
Advanced Accounting	2	Advanced Accounting	2
Cost Accounting	2	Cost Accounting	2
	<hr/> 4		<hr/> 4

Senior Year

Advanced Problems	4	Advanced Problems	4
Auditing	2	Auditing	2
Tax Accounting	2	Tax Accounting	2
	<hr/> 8		<hr/> 8

MAJOR IN FINANCE

Finance as a field of concentration offers the student an integrated program of the theory and practice of management for investors, corporations and bankers. The course is intended to develop financial judgment which is technically able, logically construed and morally sound.

A thorough background of investment principles and statement analysis precedes a consideration of the more specialized problems of corporation and banking financial management. Elective courses in Real Estate and Insurance offer an insight into these two specialized areas. Preparation is thereby initiated for careers in financial operation of corporations, of bank management and of investment management.

The courses in corporation finance lead naturally to the study of investment principles and then to a concluding course in the analysis of financial statements. The study of banking begins with the general subject of money and banking and is followed by an advanced course in the practice of banking and the analysis of credit risks.

The student who chooses Finance as his Major must take either Marketing or Management in Sophomore year.

Junior Year

<i>First Semester</i>	<i>Sem. Hrs.</i>	<i>Second Semester</i>	<i>Sem. Hrs.</i>
Investment—Principles and Analysis	4	Investment—Principles and Analysis	4

Senior Year

Banking & Fin. Admin.	3	Banking & Fin. Admin.	3
Taxes	2	Insurance or Real Estate	2
Fin. Mgmt. of Corp.	3	Fin. Mgmt. of Corp.	3
	<hr/> 8		<hr/> 8

MAJOR IN INDUSTRIAL MANAGEMENT

The objective of the Department of Industrial Management is twofold: (1) to provide a working knowledge of the production function of business from the point of view of the business man who is responsible for the successful management of its organization, operation, and control; and (2) to impart an appreciation of the problems faced by top-level management and a sound philosophy that may be utilized in their solution.

The program is so constructed as to give, in logical order, the various steps covered in the manufacturing process. In his first year of concentration in this field, the Junior studies the problems involved in the procurement of materials, supplies, and equipment. He is also made cognizant of the technical aspects involved in the operation of the personnel department without, however, causing him to lose sight of the fact that the term personnel is synonymous with human beings—a concept that is emphasized throughout the program.

Thus, after the complexities involved in bringing together workers, material, and equipment have been demonstrated, the courses offered in the Senior year are designed to show how they are best coordinated. The functions of motion and time study, production control, and cost control are developed, and further stress is given to the human problems involved through a study of labor relations.

The student who chooses Industrial Management as his Major must take Management in Sophomore year.

Junior Year

<i>First Semester</i>	<i>Sem. Hrs.</i>	<i>Second Semester</i>	<i>Sem. Hrs.</i>
Industrial Procurement	3	Personnel Management	3
Management Lab.	2	Management Lab.	2

Senior Year

Production Control	3	Cost Control	3
Motion and Time	3	Managerial Problems	3
Labor Relations	2	Labor Relations	2

MAJOR IN MARKETING

Marketing encompasses the problems of gathering raw materials from the extractive industries, distributing them to manufacturers, redistributing semi-processed goods for further manufacturing and, finally, seeing the finished product through to its consumer. The curriculum is planned for those who intend to enter the field of Retailing in any of its occupational divisions—analysis, sales management, merchandising, advertising, salesmanship.

The talents to be utilized in the field are indicated by the occupational divisions: the analyst, the sales manager, the merchandising expert, the specialists in advertising and the salesman. The topics studied cover the field in breadth and with considerable penetration. They include the problem of how to find prospective customers, how many of them there are and what they need or can use and how they might best be approached. The channels of distribution, the various facilities, services and agencies which might be used are among the subjects covered. The analysis of data, the principles and techniques involved in the organization and control of a sales force, the nature and the use of advertising, and the problems peculiar to retailing are discussed and mastered. There are many positions requiring abilities and temperaments other than those particularly adapted to the work of selling.

The student who chooses Marketing as his Major must take Marketing in Sophomore year.

Junior Year

<i>First Semester</i>	<i>Sem. Hrs.</i>	<i>Second Semester</i>	<i>Sem. Hrs.</i>
Advertising	4	Advertising	4

Senior Year

Retailing	2	Retailing	2
Sales Management	3	Sales Management	3
Theory & Research	3	Theory & Research	3



ROTC ON PARADE

RESERVE OFFICERS TRAINING CORPS, U.S.A.

An ROTC Unit, Field Artillery Branch, is now established at Boston College. The course of instruction in Military Science is designed to produce junior officers with required qualities of leadership. Upon successful completion of this course in conjunction with the requirements for the academic degree, the candidate is commissioned a Second Lieutenant of Field Artillery, Officers Reserve Corps in the Army of the United States. All students who qualify for admission to Boston College and are citizens of the United States between the ages of 13 and 23 are eligible for registration in this course.

CURRICULUM—MILITARY SCIENCE

BASIC COURSE

FRESHMAN YEAR

<i>Subjects</i>	<i>Hours</i>
a. Military Organization	4
b. Military Policy of U. S. National Defense Act & ROTC	6
c. Evolution of Warfare	6
d. Maps & Aerial Photographs	15
e. Military Psychology and Personnel Management	8
f. First Aid & Hygiene	6
g. Geographical Foundations of National Power	6
h. Military Problems of the United States	5
i. Military Mobilization and Demobilization	4
j. Leadership, Drill and Exercise of Command	30
Total	90

SOPHOMORE YEAR

a. Introduction to Field Artillery Technique	60
b. Leadership, Drill and Exercise of Command	30
Total	90

ADVANCED COURSE

JUNIOR YEAR

<i>Subject</i>	<i>Hours</i>
a. Field Artillery Tactics and Technique	120
b. Leadership, Drill and Exercise of Command	30
Total	150

A summer camp period of 6 weeks between the Junior and Senior years is a required part of the Advanced Course.

SENIOR YEAR

a. Military Administration and Personnel Management	26
b. Military Teaching Methods	10
c. Psychological Warfare	4
d. Field Artillery Tactics and Technique	80
e. Leadership, Drill and Exercise of Command	30
Total	150

Address all inquiries to: PROFESSOR OF MILITARY SCIENCE AND TACTICS, Boston College, Chestnut Hill 67, Massachusetts.
Telephone: DEcatur 2-3200 Extension 54.

CALENDAR—1950

MARCH 1, 1950 Closing date for filing Freshman applications.

APRIL 22, 1950 Entrance and Scholarship Examinations conducted at Boston College.

Address all inquiries concerning

College of Business Administration to:

Registrar

COLLEGE OF BUSINESS ADMINISTRATION

University Heights

Chestnut Hill 67, Mass.

(Telephone DEcatur 2-3200)

Address all inquiries concerning

The College of Arts and Sciences to:

REVEREND JOHN P. FOLEY, S.J.

Freshman Dean

Boston College

University Heights

Chestnut Hill 67, Mass.

(Telephone DEcatur 2-3200)

